



EU PPF - PROJECT PREPARATION FACILITY

Support to IPA Programming, Training and Project Preparation – Project Preparation Facility 7 (PPF 7)

TERMS OF REFERENCE

Title of Activity: Senior Non-Key Expert for Project Preparation

Budget Line Contract:	Senior Non-Key Expert – Water Supply and Sewerage Design Expert
Indicative Mission Dates	June 2021
Max. Planned man days:	Up to 15 WDs
Activity:	Preparation of technical documentation for the relevant infrastructure projects that will be funded through IPA funds
Place of Performance:	Serbia

CONTRACT OBJECTIVES & EXPECTED RESULTS

1.1 Background to the Assignment

PPF's main goal is to support and reinforce the capacities of the Serbian administration in the planning, programming and implementation of the EU funds. PPF 7's overall objective is to assist the Serbian administration to effectively manage EU integration and pre-accession assistance in order to speed up preparations for EU membership through supporting the planning and preparation of a strategic and policy framework for pre-accession/accession assistance and the development of mature projects with a full set of project documentation in accordance with EU procedures for Programming and Procurement Rules. More precisely PPF7 is providing Technical Assistance to the Ministry of European Integration (MEI) and relevant sector line ministries, agencies and other stakeholders for the programming of IPA funds, building capacity for the administration of the Funds, and supporting the development of two robust and relevant investment projects.

In April 2020, the EC has asked the national authorities to start the programming of IPA III, and more precisely, programming of IPA 2021 and 2022. Negotiations on the new legal framework for IPA III among EU institutions are ongoing. Both the Council and the European Parliament have adopted a negotiating mandate. The preparations in different sectors started by using the EC's Action Fiche template that were subsequently submitted to the EC for the EC to carry out a 'policy relevance assessment' on all Action Fiches submitted. This will result in a list of actions that should be developed in draft Action Documents. The adoption of Commission Financing Decisions is planned in October 2021 following Inter-Service Consultation and Comitology procedure.

1.2 Purpose

The purpose of this expert assignment is to strengthen technical and administrative capacity of the Serbian administration in relation to the European Integration process and enhance effective and efficient management and absorption of EU pre-accession funds, with the special emphasis on development and preparation of energy and environment infrastructure projects.



EU PPF - PROJECT PREPARATION FACILITY

1.3 Outputs to be achieved by the Consultant

The Expert will be responsible for the preparation of the following main deliverables:

- Technical documentation for infrastructure projects to be financed under IPA 2019-2020 programming period prepared in accordance with the Serbian legal requirements and EU standards and norms, and ready for implementation.
- Technical/strategic advice delivered to MEI and LM's related to the project
- Requests for quotation for site surveys and investigations;
- Data collection reports;
- Preparation of technical documentation (Design/Tender documentation);
- Preparation of stand-alone reports in addition to their contributions to other documents.

SCOPE OF THE WORK

2.1 General

The expert, under the guidance of the project Team Leader, the Ministry of European Integration of Serbia and Ministry of Environmental Protection, will be responsible for providing parts of project documentation documentation in accordance with the relevant legislation of the Republic of Serbia and EU norms and standards (e.g., project designs, tender documentation, etc.).

The general activities will be related to the sub-projects Sokobanja Wastewater Collection and Treatment and Sokobanja Regional Water Supply System.

2.2 Specific Activities

The expert will perform the following activities:

- Project related data collection and review;
- Screening of previously developed spatial planning and technical documentation;
- Preparation of the requirements for site surveys and investigation works, monitoring and coordination of these activities;
- Preparation of parts of project documentation related to their expertise (e.g., project designs, feasibility studies, EIAs, CBAs, etc.);
- Preparation of parts of Tender documentation related to their expertise;
- Maintain close relations with the project beneficiaries in a way the work is carried out under their auspices and in full ownership - all potential differences of opinion with the beneficiaries should be left for discussion in the presence of PPF7 Key Experts;
- Provide continuous update on project progress especially on the conditions hampering the advancement of the preparatory works and provision of project necessary inputs;
- Suggest in timely fashion to the PPF7 Key Experts appropriate mitigation measures to avoid potential project risks
- Other ad-hoc activities assigned by the Team Leader in writing

2.3 Target group

The direct beneficiaries of the project are the Government of the Republic of Serbia, Ministry of European Integration, Ministry of Environmental Protection, Municipality of Sokobanja which will be the key stakeholder in the implementation of project tasks as well as the relevant institutions in the sector.

LOGISTICS AND TIMING

3.1 Location



EU PPF - PROJECT PREPARATION FACILITY

The operational base for the project is Belgrade, however there may be a requirement to travel to selected municipalities throughout Serbia.

3.2 Commencement date & period of execution

The consultant will perform the tasks in June 2021. At this stage up to 15 Senior Non-Key Expert days are allocated to these set of activities. Should they not be required in full for the tasks listed at this stage tasks can be added or indeed days can be re-allocated per administrative order.

REQUIREMENTS

4.1 Personnel

The **Senior NK Expert** will be expected to meet the following requirements:

Qualifications and skills

- University degree in Civil Engineering (Hydraulic and Environmental Engineering);
- Professional level of English, both spoken and written;
- Computer literacy (Auto-Cad design and MS Office applications).

General professional experience

- Minimum 10 years of general working experience;
- Minimum 7 years of working experience in the field of expertise for which the expert is mobilized;

Specific professional experience

- Experience in project planning, development and assessment with specific references to Hydraulic and Environmental Engineering component of infrastructural projects;
- Previous experience in PPF's is an asset.
- Knowledge of Serbian language is an asset

REPORTS

5.1 Reporting requirements

On a monthly basis, the **Senior NKE** will provide the Technical Assistance Team Leader with the following:

- Mission reports with attached outputs for the current month
- Signed timesheet

By request of the Team Leader inputs for the Progress Reports and briefing papers will need to be prepared.

Please submit your applications in the form of a CV and short cover letter at the latest by May 26th, 2021 at 23:59, to cweltzien@ppf.rs and cc to: mdijan@ppf.rs. Only short-listed candidates will be contacted.